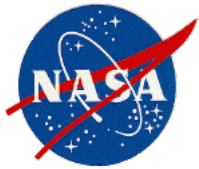


Federal Government Acquisition & Contracting Overview



Presented by Monica Manning
NASA Deputy Assistant Administrator
for Procurement

Governance

- Competition In Contract Act (CICA)
 - FAR – Federal Acquisition Regulations
 - Codifies uniform policies for acquisition of supplies/services for executive agencies
 - 52 parts – plus numerous clauses/provisions
- Agency FAR Supplement (i.e., NFS, DFARS, etc.)
 - Supplements FAR requirements to reflect unique NASA/Agency policy. Several agencies has their own internal supplement.

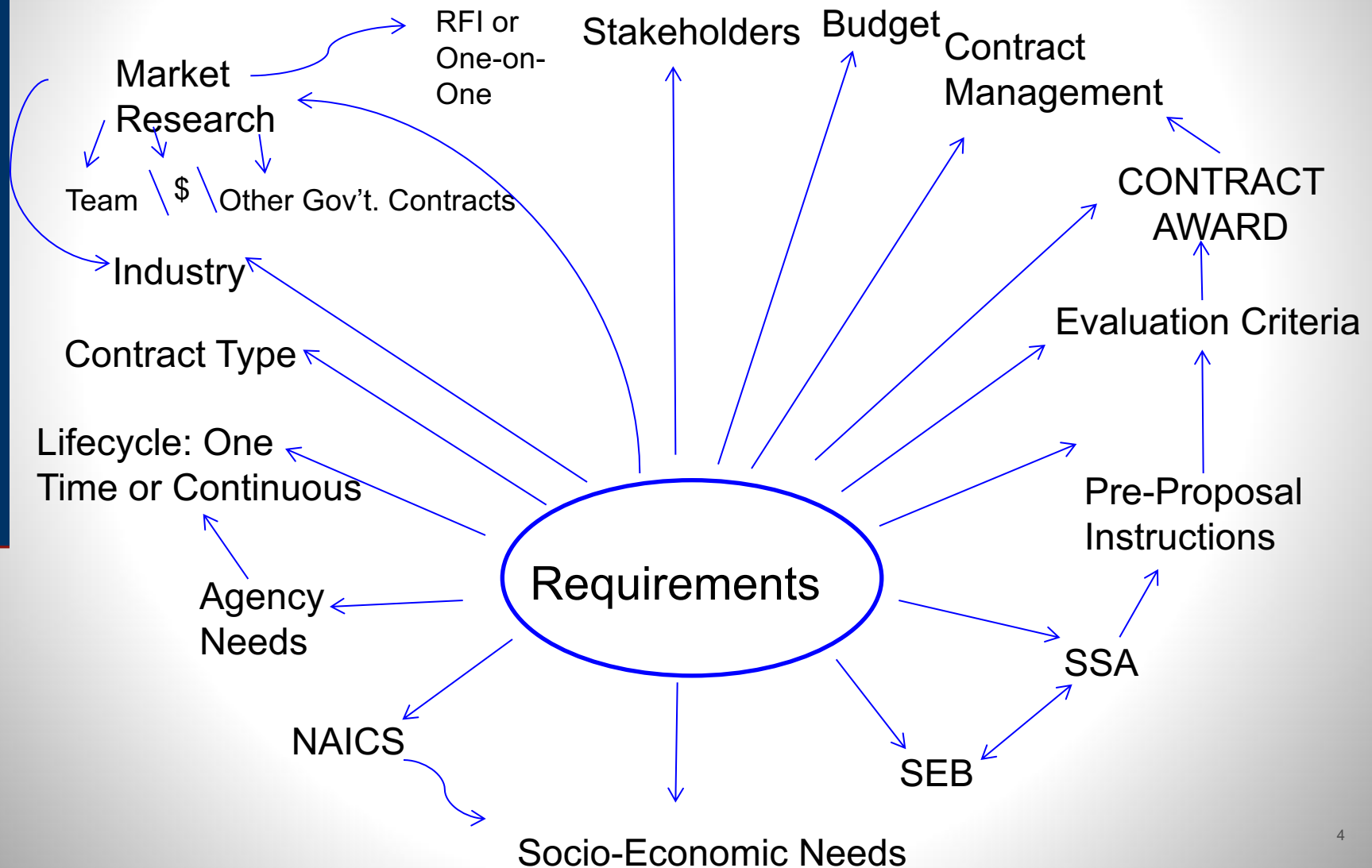
The Players – Roles & Responsibilities

- **Program/Requirements Manager (Technical Leads)**
 - Identifies the needs for supplies/service required to support their programs
 - Defines all technical, schedule and cost requirements:
 - Defines technical requirements and standards
 - Develops SOW/PWS and all related technical documentation
 - Delivery schedule
 - Develops independent government estimate (IGE)
- **Contracting Officer (CO)/Contract Specialist (CS):**
 - Only person (CO) legally authorized to bind the government
 - Ensures that contracts are authorized by law
 - Ensures legal and technical sufficiency
 - Safeguards government interest
 - Personally signs all contracts, modifications, cure notices and corrective action

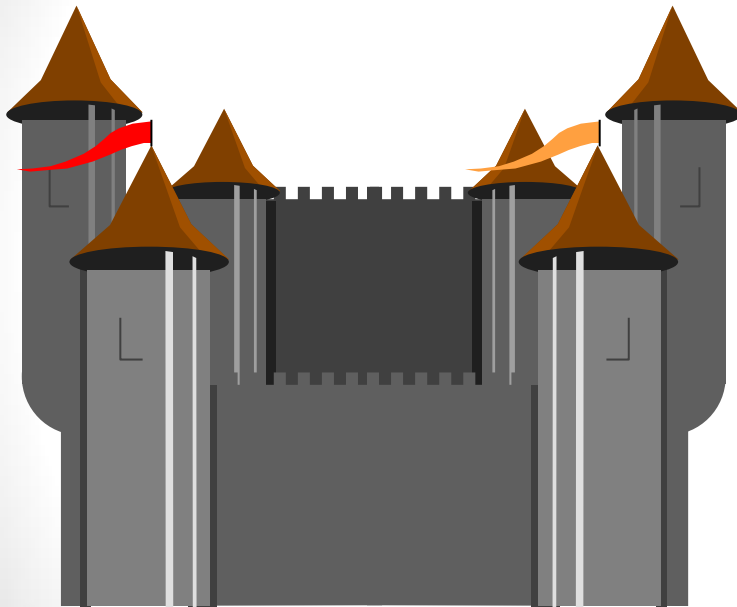
Other Players

- Legal Counsel (Attorneys)
- Budget/Financial Analysts
- Contracting Officer Representative (COR)
- Subject Matter Experts (SMEs)
- Cost/Price Analysts
- Auditors

Fundamentals of Acquisition: Define Requirement



Contract Families



Cost



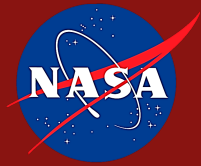
Fixed Price

Contract Types

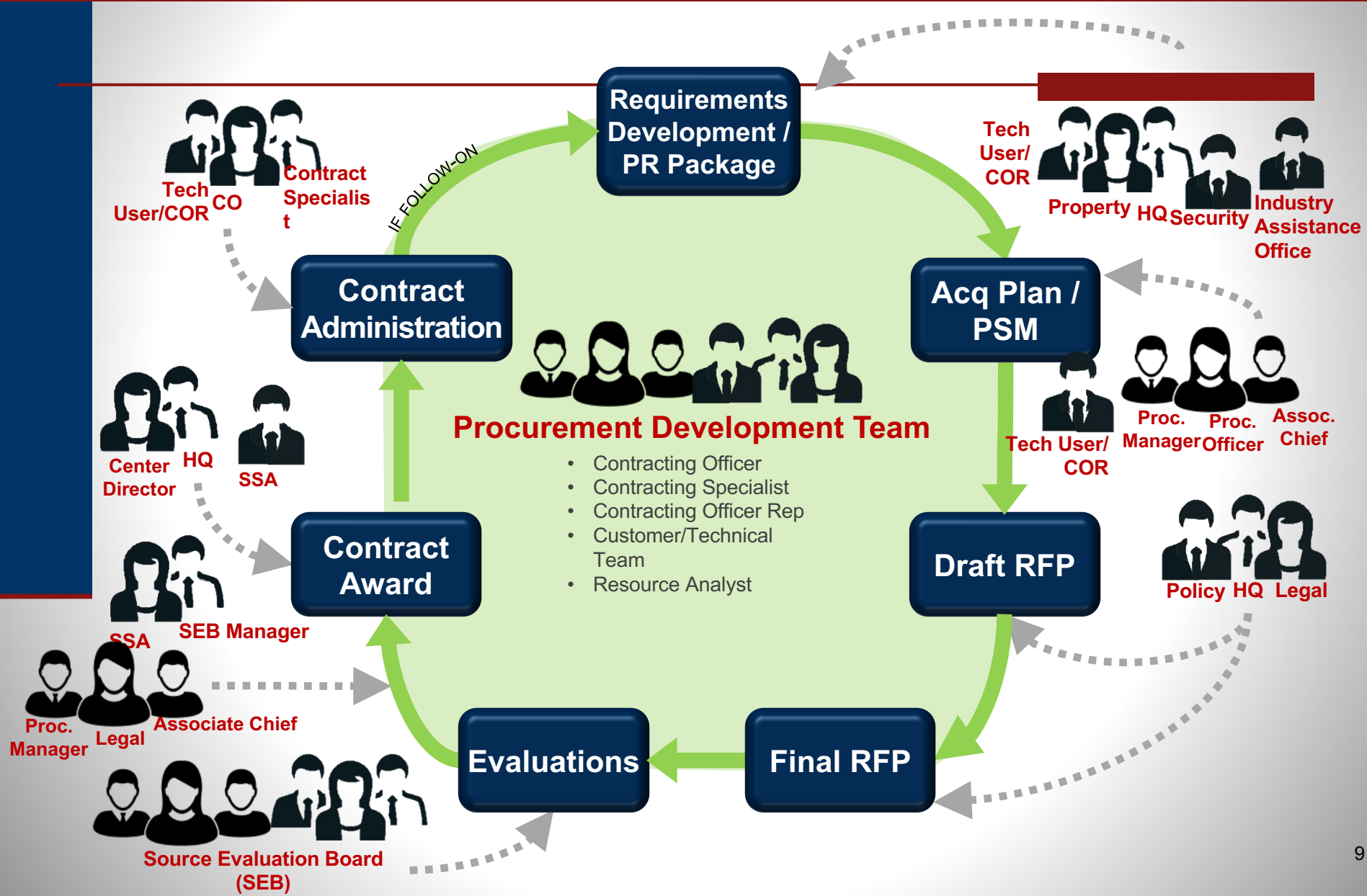
- Contract Types
 - Fixed Price (FFP, FPIF)
 - Contract requirements (supplies/services) are very well defined, sufficient to accurately determine fair & reasonable price.
 - Majority of performance *risk assumed by contractor*.
 - Cost Reimbursement (CR, CPFF, CPAF, CPIF)
 - Requirements not well defined; unable to accurately determine final price; contractor reimbursed as costs are incurred, usually up to some limit.
 - Majority of performance *risk assumed by government*.
 - Indefinite-Delivery Indefinite-Quantity (IDIQ)
 - Lack of firm requirements (services/supply) and lack of firm delivery schedule over a longer (usually multi-year) planning horizon.
 - Permit flexibility in defining, ordering and receiving supplies/services; minimum obligation requirements usually apply.
 - Indefinite-Delivery Definite Quantity
 - Firm requirements (supplies/services) are known, but lack of firm delivery schedule over a longer (usually multi-year) planning horizon; minimum obligation requirements usually apply.
 - Requirement Contracts
 - Very general/high level requirements for supplies and services may be needed and/or known, but cannot determine exactly how much or when they will be needed.
 - *Promises all contract requirements to the contracted vendor.*
 - Do not require minimum obligation by the government.

Types of Solicitations

- **Sole Source**
 - Only one source available to provide goods or services
 - Typically involves a unique type of good or service (proprietary) for which there exists no commercially available alternative, or for which development of an alternative sources would not be realistic or viable (cost/schedule/technical)
 - Requires justification, review and approval – varies depending on complexity and dollar value
 - Must be publicly posted for public scrutiny
- **Request for Proposal (RFP)**
 - Used when technical, schedule, and/or cost factors play a role in decision making
 - Contract award based on best value – often involves tradeoffs between technical, schedule and cost considerations
 - Most often used for wide variety of service contracts (including A&E/construction)
- **Request for Quote (RFQ)**
 - Used for smaller, less complex purchases – commercially available products/equipment/supplies and services (typically under \$100k)
 - Contract award usually based on lowest price
 - Most often used for equipment and supplies
- **Invitation for Bid (IFB)**
 - Used when requirements are extremely well-defined (little/no ambiguity)
 - Contract award based on lowest price only
 - Most often used for construction contracts and some supply purchases



Competitive Procurement Process



Acquisition/Contracting Process

- Fundamentals of Acquisition Process
 - Define Requirement
 - Prepare Statement of Objectives (SOO), Statement of Work (SOW) or Performance-based Work Statement (PWS)
 - Obtain funding
 - Perform market research
 - Determine acquisition strategy
 - Procurement/Contracting Process (negotiations/award)
 - Performance
 - Closeout

Acquisition/Contracting Process

- Pre-Award Phase (Contract Formation)
 - Pre-Solicitation Conference/Industry or Vendor Days/Pre-Proposal Conference
 - Release Draft RFP (optional)
 - Release RFP
 - Submit proposals
 - Evaluate bids/proposals/quotes
 - Selection(s)
 - Award
- Post-Award Phase (Contract Administration)
 - Performance
- Closeout
 - 6 months after completion to 5 years (or more)

Takeaways

- **It is a business decision to enter into the Federal Government Contracting Process!**
 - Ensure you have the right “expertise” on the team.
- **Know the business**
 - Check FedBizOpps **everyday!**
 - Be responsive if contacted by a federal agency!
 - Ensure you have the appropriate systems to perform the work.
- **Get out there!**
 - Go to Pre-Proposal Conferences/Vendor Days (not only meet industry, but meet the Agency players).
 - Don't wait for industry or Government agency to come to you
- **Invest in Training and Continuing Education**
 - Train the business team; get certified!
 - Maintain certifications through continuing education courses.
 - Take advantage of Webinars

Preparation:

How do I get in the game?

- Prime Role
- Subcontractor (i.e., Mentor-Protégé Program)
- Register in System for Award Management
 - <https://www.sam.gov/>
 - DUNS Code
 - CAGE Code
 - NAICS Code
- Assess financial systems (accountability)
- Internal controls (i.e., documented P&Ps)

Questions?

